



**BID NO.: 5516-1/23**

**OPENING: 2:00 P.M.  
FRIDAY  
MAY 17, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
ARTS CRAFTS AND CERAMIC SUPPLIES**

**FOR INFORMATION CONTACT:  
Sherry Y. Crockett, CPPB, 305-375-4693, [Crockett@miamidade.gov](mailto:Crockett@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

## **INVITATION TO BID**

**Bid Number: 5516-1/23**

**Title: Arts, Crafts and Ceramic Supplies**

**Procurement Contracting Officer: Sherry Y. Crockett, CPPB**

**Bids will be accepted until 2:00 p.m. on May 17, 2013**

**At the:**

**Procurement Management  
Vendor Assistance Section  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, 13th Floor  
Miami, Florida 33128-1983**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-1530.

### **Instructions:**

- The ISD/PM Vendor Assistance Unit business hours are 8:00am to 5:00pm, Monday through Friday. Additionally, the Unit is closed on holidays observed by the County.
- Each Bid submitted shall have the following information clearly marked on the face of the envelope:
  - The Bidder's name
  - The Bidder's return address
  - The Bid number
  - The Bid opening date
  - The title of the Bid
- All Sealed Informal Bids received time and date stamped by the Internal Services Department, Procurement Management Division (ISD/PM) prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by ISD/PM after the bid submittal deadline will be evaluated by ISD/PM, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.
- Included in the sealed envelope or container submit an original and two copies of the Bid Submittal, the required Affidavits, plus attachments if applicable.

Failure to comply with the submittal instructions may result in your Bid not being considered for award.

### **NOTICE TO ALL BIDDERS:**

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY VENDOR RESPONDING TO THIS SOLICITATION

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**ARTS CRAFTS AND CERAMIC SUPPLIES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**ARTS CRAFTS AND CERAMIC SUPPLIES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract and to cover the acquisition of arts, crafts and ceramic supplies in conjunction with the County's needs on an as needed when needed basis.

**2.2 TERM OF CONTRACT: FIVE (5) YEARS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.3 OPTION TO RENEW FOR FIVE (5) ADDITIONAL YEARS (Maintain Same Discounts)**

Miami-Dade County shall have the option to renew this contract for an additional five (5) year term provided the vendor will maintain the original contract discount(s) from catalog published price list(s). Continuation of the contract beyond the initial period is a County prerogative, and not a right of the bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

**NOTE: IF MULTIPLE VENDORS ARE INVOLVED UNDER A GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.**

**2.4 METHOD OF AWARD: TO THE HIGHEST PERCENTAGE DISCOUNT OFF CATALOG PRICE:**

Award of this contract will be made to the responsive, responsible vendor(s) who offers the highest percentage discount off published catalog prices from the catalog's listed in Section 4. Award will be made on a catalog by catalog (line item) basis.

**DISCOUNT RANGE SHALL NOT BE ACCEPTED AND SHALL RENDER THE BID NON-RESPONSIVE FOR THAT SPECIFIC ITEM.**

**It shall be the sole prerogative of the County as to the total of awarded vendors on this contract. During the term of this contract, the County reserves the right to add or delete catalog lines and/or vendors as necessary.**

**2.5 PRICES SHALL BE BASED ON DISCOUNTS FROM PUBLISHED PRICE LISTS:**

Offers shall be submitted on the basis of a discount from the catalog prices. Discounted offers shall apply to the most recent catalog available and shall remain fixed and firm for initial term of the contract. Such published list(s) must be common to, and accepted by, the industry in general. .

**SECTION 2**  
**SPECIAL CONDITIONS**

**ARTS CRAFTS AND CERAMIC SUPPLIES**

**2.6 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES**

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Sherry Y. Crockett, CPPB at (305) 375-4693 or via email –

**SECTION 2**  
**SPECIAL CONDITIONS**

**ARTS CRAFTS AND CERAMIC SUPPLIES**

[Crocket@miamidade.gov](mailto:Crocket@miamidade.gov) with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov). Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated in writing to Vendors as needed.

**2.8 DELIVERY SHALL BE TWENTY-ONE (21) DAYS AFTER DATE OF ORDER**

The vendor shall make deliveries within twenty-one (21) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

**2.9 ADDITIONAL CATALOGS MAY BE ADDED**

Although this solicitation and resultant contract identifies specific catalogs, it is hereby understood and agreed that additional catalogs may be added to this contract at the option of the County. Award of these additional catalog(s) shall be confirmed through the issuance of an addendum to the award sheet. These items shall become a part of the contract.

The incumbent vendor(s) has/have no exclusive right to provide these additional brand(s). The County may determine to obtain similarly structured pricing inputs from other vendors in response to situations where incumbent vendors do not provide for fair and reasonable pricing or for other reasons at the County's sole discretion.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**ARTS CRAFTS AND CERAMIC SUPPLIES**

**3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract and to cover the acquisition of arts, crafts and ceramic supplies in conjunction with the County's needs on an as needed when needed basis.

**3.2 CATALOG PRODUCT LIST**

Catalogs listed below are a sample and are not exhaustive. Catalogs not listed may be added to the contract after the initial award of this contract based on the County's needs.

1. School Specialty, Inc.
2. S & S Worldwide, Inc.
3. ABC School Products
4. Pyramid School Products
5. Sax Arts and Crafts
6. Acorn Group, Inc. DBA/ Acorn Naturalist
7. AFP Industries, Inc.
8. NASCO
9. Pearl Art and Craft Supply
10. Miami Ceramic and Clay Supplies

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**Procurement Management Services**  
**Vendor Assistance Section**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street, 13th Floor**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**FRIDAY**  
**MAY 17, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued  
by: **SYC**

ISD/PM

Date Issued:  
**5/6/13**

This Bid Submittal Consists of  
Pages **5** through **9**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**ARTS CRAFTS AND CERAMIC SUPPLIES**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>050-40 &amp; 305-32</b>	
Procurement Contracting Officer: <b>Sherry Y. Crockett, CPPB</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**



**SECTION 4  
BID SUBMITTAL FOR:**

**ARTS CRAFTS AND CERAMIC SUPPLIES**

**FIRM NAME:** \_\_\_\_\_

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**4.1    PRICING**

Award of this contract will be made to the responsive, responsible vendor(s) who offers the highest percentage discount off most recent published catalog prices from the catalog's listed below. Award will be made on a catalog- by- catalog (line item) basis

Item No	Catalogs	Estimated Catalog Spend	%Discount
1.	School Specialty, Inc.	\$50,000.00	
2.	S & S Worldwide, Inc.	\$60,000.00	
3.	ABC School Products	\$50,000.00	
4.	Pyramid School Products	\$5,000.00	
5.	Sax Arts and Crafts	\$5,000.00	
6.	Acorn Group, Inc./DBA/Acorn Naturalist	\$5,000.00	
7.	AFP Industries, Inc.	\$5,000.00	
8.	NASCO	\$2,000.00	
9.	Pearl Art and Craft Supply	\$1,000.00	
10.	Miami Ceramic and Clay Supplies	\$4,000.00	

**NOTE: BIDDERS CAN SUBMITT A BID ON ANY OR ALL CATALOGS LISTED. THE COUNTY WILL USE THE "ESTIMATED CATALOG SPEND" TIMES THE "%DISCOUNT" TO ARRIVE AT A TOTAL ESTIMATED COST OFFER DISCOUNT FOR COMPARATIVE PURPOSES TO APPLY THE PREFERENCES DESCRIBED IN SECTION 1, PARAGRAPHS 1.10 AND 1.43.**

**SECTION 4  
BID SUBMITTAL FOR:  
ARTS CRAFTS AND CERAMIC SUPPLIES**

**ACKNOWLEDGEMENT OF ADDENDA**

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**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_

**Bid Title: Arts, Crafts and Ceramic Supplies**

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ **Place a check mark here only if bidder has such conviction to disclose.**

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By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

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**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ **Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ **Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is**

\_\_\_\_\_.

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**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ **Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.**

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is **voluntary**, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **within** the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **outside** the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (**Please see paragraph 1.2 H of General Terms and Conditions**)

**Signature:** \_\_\_\_\_ (Signature of authorized agent)

***\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."***

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**



# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**



Miami-Dade County  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : \_\_\_\_\_ Federal Employer  
Identification Number (FEIN): \_\_\_\_\_

Contract Title: \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (d) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R162-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

_____ Printed Name of Affiant	_____ Printed Title of Affiant	_____ Signature of Affiant
_____ Name of Firm		_____ Date
_____ Address of Firm	_____ State	_____ Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_.

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced Identification ☐

Type of identification produced \_\_\_\_\_

_____ Signature of Notary Public	_____ Serial Number
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_____ Print or Stamp of Notary Public	_____ Expiration Date	_____ Notary Public Seal
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(Ordinance 97-35)

[illegible]

Signature

Date \_\_\_\_\_

Firm Name of Prime Contractor/Respondent \_\_\_\_\_ FEIN # \_\_\_\_\_  
Project/Contract Number \_\_\_\_\_

In accordance with Ordinance No. 11-02, an entity conducting with the County shall report the name, gender and ethnic origin of the owners and employees of all food for sale establishments. In the event that the successful bidder demonstrates to the County prior to award that the name, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to make diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to first payment under the contract.

(Please duplicate this form if additional space is needed.)

[illegible]

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Confidential User department on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://www.miamidade.com/business/businessdevelopment.asp>.

*I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.*

Signature of Bidder/Respondent	Print Name	Print Title	Date
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